

IRWM Planning Grant Round 2 Applicant Workshop

Department of Water Resources
Division of Integrated Regional Water Management
Financial Assistance Branch

January 26 – Auburn
January 31 – Riverside
February 1 – Kingsburg



Purpose

- To assist applicants with the Round 2 Planning Grant application process

Agenda

- Introductions
- What's New
- Tips on What to Submit
- Questions and Answers

What's New

- More language regarding interregional proposals
 - Includes how Regional Allocations used if IRWMS in different funding areas.
- Modified Table 3 to be more consistent with applicant's view of BMS
- Added text regarding level of detail
- Criteria Table text modified for clarity
- Exhibit B added

What's New

- What needs to be submitted to DWR
 - Upload all attachments to BMS
 - 3 hardcopies of work plan, budget, schedule
 - Can be black and white, double sided
 - Does not need to include fancy covers
 - Must identify what application it belongs to
 - 1 hard copy with wet signature of self cert forms for AB1420 and Water Meter compliance
 - Please scan and upload to BMS as well

Tips

- Read and pay attention to GL and PSP
- Walk through Table 3 – BMS checklist
- Discuss Work Plan Layout
- Walk through Criteria Table

BMS checklist page 12 PSP

Table 3—Grant Application Checklist

APPLICANT INFORMATION TAB

The following information is general and applies to the applicant and the overall proposal. Specific project information should be detailed on separate project tabs provided in the BMS application.

APPLICANT INFORMATION*

- ☐ Organization Name: Provide the name of the applicant.*
- ☐ Tax ID: Please verify the federal tax ID number of the applicant.*
- ☐ Proposal Name: Provide the title of the Proposal.* **Should be Unique**
- ☐ Proposal Objective: Briefly describe the objectives for the IRWM Plan (250 characters).*

BUDGET* **Follow's What's in BMS**

Any costs included in the budget must be presented in Attachment #8.

- ☐ Other Contribution: Provide the total amount of other funds (including any State funding). Provide the amount of other funds not included in the other 4 funding categories. If there is no other contribution, enter zero.*
- ☐ Local Contribution: Provide the total funding match that will be committed to the Project from local sources such as local agencies and organizations. **Excluding any in-kind services** (Exhibit A of this PSP provides additional information regarding funding match requirements).*
- ☐ Federal Contribution: Provide the total amount of federal funding. If there is no federal contribution, enter zero.*
- ☐ In-kind Contribution: Provide the value of in-kind services. In-kind Contribution refers to work performed by the grantee, the cost of which is considered funding match instead of actual funds from the grantee being used as cost match. If there is no in-kind contribution, enter zero.*
- ☐ Amount Requested: Provide the amount of total grant funds requested.*
- ☐ Total Project Cost: Provide the total Project cost. This amount must equal the sum of the amount requested (grant funds), federal contribution, other contribution, local contribution, and in-kind contribution.*

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GEOGRAPHIC INFORMATION*

- ☐ Latitude and Longitude: Provide the Latitude and the Longitude at the center of the IRWM Region. Please refer to Exhibit 8 for lat/long. For interregional proposals, please enter the lat/long for the applicant's IRWM region.*
- ☐ Longitude/Latitude: Clarification: Use only if necessary. **Example - Interregional** for regional Project(s).
- ☐ Location: Brief (100 characters) description of the project location. **An abbreviation of the applicable IRWM of IRWM regions is adequate.**
- ☐ County(ies): Provide the county(ies) in which the region is located. If the region covers multiple counties hold the control key down and select all that apply.*
- ☐ Groundwater Basin(s): Provide the groundwater basin(s) as listed in the current version of DWR Bulletin 110 (http://www.water.ca.gov/groundwater/bulletin110/whatsin_maps_descriptions.cfm). In which your Project is located. For proposals covering multiple groundwater basins, hold the control key down and select all that apply.*
- ☐ Hydrologic Region(s): Provide the hydrologic region(s) in which your Project is located. For proposals covering multiple hydrologic regions, hold the control key down and select all that apply.*
- ☐ Watershed(s): Provide the name of the watershed(s) in which your Project is located. For proposals covering multiple watersheds, hold the control key down and select all that apply.*

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Table 3—Grant Application Checklist

LEGISLATIVE INFORMATION*

- ☐ Enter the State assembly, State senate, and U.S. congressional districts in which the region is located (use district numbers only, not the name of the Legislator). For a Project that includes more than one district please enter each district.*

PROJECT INFORMATION TAB*

This section contains information about the project contained in the proposal. For the Planning Grant, much of the information can be brought forward from the previous sections (budget, geographic information, legislative information) using a function within BMS G.

PROJECT BENEFITS INFORMATION*

Please complete your project benefit information as follows:

Project Benefit Type*	Benefit Type*	Measurement*	Description*
Primary*	Management Plans-IRWMP*	00	Develop an IRWMP for the region*

- Benefit Level = Primary
- Benefit Type = Research/Planning
- Benefit = Management Plans – IRWM
- Description = IRWM Plan Revision or Development
- Measurement = 0.00

BMS checklist page 13 PSP

There is a regional/interregional check box before Q1

- Project Description**
- Who
 - What's being produced
 - Short – 5 sentences
 - Used for reporting to Bond Accountability DB

APPLICANT INFORMATION AND QUESTION TAB

The answers to these questions will be used in processing the application and determining eligibility and completeness.*

- ☐ Q1. Proposal Description: Provide a brief abstract of the Proposal. This abstract must provide an overview of the proposal including the main issues and priorities addressed in the proposal. Within the abstract, please state if the proposal is a regional (1 IRWM region) or interregional (more than 1 IRWM region) proposal. Please note if the Proposal will facilitate or support the participation of DAC's in the IRWM planning effort.*
- ☐ Q2. Project Director: Provide the name, title, agency, address, phone number, and email of the person responsible for executing the grant agreement for the applicant. Persons that are subcontractors to be paid by the grant cannot be listed as the Project Director.*
- ☐ Q3. Project Manager: Provide the name, title, agency, address, phone number, and email of the Project Manager from the applicant agency or organization that will be day-to-day contact on this application.*
- ☐ Q4. Applicant Information: Provide the agency name and address of the applicant submitting the application.*
- ☐ Q5. Additional Information: Based on the region's location, what is the applicable DWR region office (Northern, North Central, South Central, or Southern)? The following link can be used to view each DWR region office boundary: http://www.water.ca.gov/groundwater/groundwater_basins/region_maps/index.cfm*.
- ☐ Q6. Additional Information: List the name of the Regional Water Quality Control Board (RWQCB) in which your Project is located. For a region that extends beyond more than one RWQCB boundary, list the name of each region: http://www.water.ca.gov/groundwater/groundwater_basins/region_maps/index.cfm*.
- ☐ Q7. Additional Information: Name the entity(ies) providing the fund(s) reported in the above Budget section under the category "Other Contribution". If there are no "Other Contributions", please answer this question with "No Other Contributions".*
- ☐ Q8. Eligibility: List the urban water suppliers that will receive funding from the proposed grant. Please provide the agency name, a contact phone number and email address. Those listed must submit self certification of compliance with CWC 1525 et seq. and Assembly Bill (AB) 1420, see Attachment 7. If there are none, so indicate.*
- ☐ Q9. Eligibility: Have all of the urban water suppliers, listed in Q8 above, submitted complete 2010 Urban Water Management Plans (UWMP) to DWR? If not, explain.*
- ☐ Q10. Completeness Check: Have all of the fields in the application been completed? If not, please explain.*

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Table 3—Grant Application Checklist

APPLICATION ATTACHMENTS TAB

Provide the attachments listed below by attaching files to the BMS application. When attaching files, please use the naming convention found in Section 2.1.1.1 of this PSP. For instructions on attaching files, please refer to the BMS User Manual. Requirements for information to be included in these attachments are found in Section 2.1.1.1 of this PSP. Acceptable file formats are MS Word, MS Excel, MS Project, or PDF. PDF files should be generated, if possible, from the original application file rather than scanned hardcopy. Maps, photographs, documents and reports should be formatted with no component larger than 20 megabytes (MB). However, DWR strongly recommends that the total of all files you limit the file size to 20MB. Documents greater than 50MB should be divided into their parts (e.g., cover page, table of contents, chapters, figures, photos, appendices).*

- ☐ Attachment 1a: Authorizing Documentation.*
- ☐ Attachment 2a: Eligible Applicant Documentation.*
- ☐ Attachment 3a: Work Plan.*
- ☐ Attachment 4a: Budget.*
- ☐ Attachment 5a: Schedule.*
- ☐ Attachment 6a: Program Preferences.*
- ☐ Attachment 7a: AB 1420 and Water Meter Implementation Compliance, if applicable.*

- Submit each Attachment
- Attachment 7 – if UWS, if it's been 1 yr or more even if no change, or if something has changed since last submittal

Work Plan Layout, page 16-17 of PSP

- Only what's in the application gets scored
 - Do not assume someone "knows" the rest of the story
 - Be your own advocate
 - More is not necessarily better
- Two, possibly Three parts
 - Current Status in Meeting Plan Standards
 - Grant Work Plan
 - Additional IRWM Plan Work

Work Plan Layout, page 16 of PSP

- Current Status in Meeting Plan Standards
 - Describes what areas of the plan need work to become standards compliant
- Section should address
 - Areas needing work for standards compliant plan, primary
 - Additional work, secondary
- Both Regional and Interregional Proposals need to address these points
- Use this section to set up focus of work in other sections
- Should help reviewer understand following sections

Work Plan Layout, page 16 of PSP

- Grant Work Plan
 - Scope of work for agreement
 - Enough detail to support/be consistent w/ Budget & Schedule
 - Can be made flexible
 - Min, max, approximately, if needed, decision points
 - Amend scope during performance of agreement
 - Do not be a generalist to maximize flexibility
 - Connect the tasks
 - Product from Task A doesn't end at Task A
 - Tasks to engage DAC in long term participation

Work Plan Layout, page 16-17 of PSP

- Additional IRWM Plan Work
 - Only needed if additional work outside grant to produce standards compliant plan
 - Less detail than Grant Work Plan
 - Grant Work Plan + This Section = Standards Complaint Plan
 - Include timing of work described in this section

Criteria Table, page 19 of PSP

Work Plan 1	3*	0-15*	0-5*	Standard Scoring Criteria (see Section V.G of Guidelines) *
Scoring is based on the completeness and appropriateness of detail and planning that the applicant demonstrated within the explanation that supports the development of a standards compliant IRWM Plan or component of a IRWM Plan.				
Is the Work Plan complete? Does it include appropriate sections and adequate information? Does the Work Plan demonstrate that a standards compliant IRWM Plan will be produced? - If a standards compliant IRWM Plan is not the focus of the proposal, is the need for the work justified?				
Is the submitted Work Plan sufficiently detailed to be the scope of work for a grant agreement?				
Does the amount of detail in the Work Plan tasks support the budget and schedule?				
DAC Involvement 1	2*	0-10*	0-5*	Standard Scoring Criteria (see Section V.G of Guidelines) *
Scoring is based on the specificity and appropriateness of tasks included within the Work Plan to show how the IRWM Region will facilitate and support sustained DAC participation in the IRWM planning process. This includes specific outreach and engagement activities, work on governance, work on project selection, etc. *				

- Work Plan – Supports budget and schedule
- DAC – Sustained Participation in Planning Process
 - Not less than \$2.15M in grant funds to such efforts
 - Does your Work Plan and Budget support this

Criteria Table, page 19 of PSP

Schedule 1	1*	0-5*	0-5*	Standard Scoring Criteria (see Section V.G of Guidelines) *
Scoring is based on specificity and consistency of the Schedule with respect to work plan tasks and budget items, and the reasonableness of the proposed timeline.				
Is the schedule consistent with the Work Plan and the Budget? Based on the Work Plan task descriptions does the Schedule seem reasonable?				
Budget 1	2*	0-10*	0-5*	Standard Scoring Criteria (see Section V.G of Guidelines) *
Scoring is based on completeness and specificity of the budget items, the degree to which each cost is reasonable and provided with appropriate supporting documentation, the degree to which the Budget is consistent with the Work Plan and Schedule.				
Is the basis of estimate presented for budget items reasonable and logical?				
Is the Budget consistent with the Work Plan and Schedule?				

- Work Plan, Budget, and Schedule should support each other

Criteria Table, page 19 of PSP

Program Preference 1	See below *	One half point will be awarded for each of Program Preference that will be met in the IRWM Plan, up to a maximum of 5 points. Program Preference points will be granted if it is clear that the preference will be met upon IRWM Plan implementation. *
Points are awarded for each Program Preference below that will be addressed in the updated IRWM Plan or is currently addressed in the IRWM Plan.		

- Program Preference
 - Up to 5 points
 - Must explain how the preference will be met by implementing the plan

Questions and Answers

- Questions after the workshop
 - Talk to your Regional Service Representative
 - Email: dwr_irwm@water.ca.gov

- Application due **March 9, 2012 by 5 p.m.**
http://www.water.ca.gov/irwm/integregio_planning.cfm